

SAMPLE K-12 SCHOOL DISTRICT SITE VISIT SCHEDULE

Date of Visit:

Day I

Time	Team	Event/Activity	Interviewee Names	Location (Including Building and Room Number)
8:00 – 9:00 a.m.	A/B/C	Team Orientation	Team Members	Team Room
9:00 – 10:15 a.m.	A/B/C	District Overview	Names of Overview Participants:	
10:20 – 11:50 a.m.	A/B/C	Leadership Team Interview	Names of Administrators:	
10:30 – 11:45 a.m.	Mix of A/B/C	Superintendent, Curriculum Director, and Equity Coordinator Interview (<i>delete if Leadership Team option is used</i>)	Names of Superintendent, Curriculum Director, and Equity Coordinator:	
10:30 – 11:45 a.m.	Mix of A/B/C	PreK-12 Building Principals Interview (<i>delete if Leadership Team option is used</i>)	Names of PreK-12 Building Principals:	
11:50 – 12:30 p.m.	A/B/C	Lunch	Team Members	Team Room
12:30 – 1:30 p.m.	A/B/C	Document Review	Team Members	Team Room
1:30 – 2:45 p.m.	A	PreK-12 Learning Support Staff Interview (Guidance, At-Risk, Alternative School/Program, School Nurse)	Names of Guidance, At-Risk, Alternative Program/School, School Nurse Learning Support Staff:	
1:30 – 2:45 p.m.	B	PreK-12 Learning Support Staff Interview (Gifted and Talented, Media, ESL, Title I, Technology)	Names of Gifted and Talented, Media, ESL, Title I, Technology Learning Support Staff:	
1:30 – 2:30 p.m.	C and Special Education Cadre Member	PreK – 12 Instructional Support Staff Interview (paraeducators)	Names of Instructional Support Staff:	
2:45 – 3:30 p.m.	A/B/C	Team Dialogue	Team Members	Team Room

3:30 – 4:45 p.m.	A	Career and Technical Education Teachers Interview	Names of Career and Technical Education Teachers:	
3:30 – 4:45 p.m.	B	PreK-12 General Education Teachers Interview	Names of PreK-12 Teachers:	
3:30 – 4:45 p.m.	C and Special Education Cadre Member	PreK-12 Special Education Teachers and Collaborating Teachers Interview	Names of PreK-12 Special Education Teachers:	
4:45 - 5:00 p.m.	A/B/C	Individual Team Dialogue/Break	Team Members	
5:00 - 6:15 p.m.	A	School Board Interview	Names of School Board Members:	
5:00 - 6:15 p.m.	B	School Advisory Committees Interview	Names of School Advisory Committee Members:	
5:00 - 6:15 p.m.	C	PreK-12 Parents/Guardians Interview	Names of PreK-12 Parents:	

Day II				
Time	Team	Event/Activity	Interviewee Names	Location (Including Building and Room Number)
8:00 – 9:00 a.m.	A/B/C	Team Dialogue	Team Members	Team Room
8:00 – 9:00 a.m.	Special Education Cadre Member	Special Education Director/Coordinator/Contact Interview	Name of Special Education Director/Coordinator/Contact:	
9:00 – 10:00 a.m.	Mix of A/B/C	Students	Names of Students:	
9:00 – 10:00 a.m.	Mix of A/B/C	Document Review/Follow Up Regarding Potential Non-Compliance Issues	Team Members Not Involved With Student Interview	
9:00 – 11:30 a.m.	A/B/C	Report Development	Team Members	Team Room
11:30 – 12:30 p.m.	A/B/C	Lunch	Team Members	Team Room
12:30 – TBD	A/B/C	Report Development	Team Members	Team Room
TBD	Team Leader	Visit w/Superintendent About Non-Compliance Issues (as needed)		
TBD	A/B/C	Share Site Visit Highlights with Administration	Team Members, Administrators	